
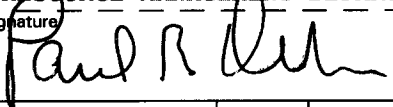
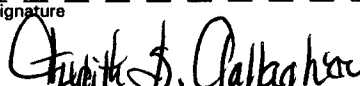
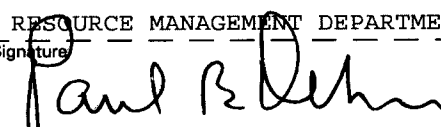


<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>		3. Service		4. Employing Office Location PortHueneme, CA		5. Duty Station PortHueneme, CA		6. OPM Certification No.	
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Logistics Management Specialist		GS		0346		09	
e. Recommended by Supervisor or Initiating Office		Logistics Management Specialist		GS		0346		09	
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment U.S. NAVY				c. Third Subdivision ACQUISITION DIVISION N41					
a. First Subdivision NAVFAC EXPEDITIONARY LOGISTICS CENTER				d. Fourth Subdivision					
b. Second Subdivision LOGISTICS DEPARTMENT				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. <b>Supervisory Certification.</b> <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>				<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>					
a. Typed Name and Title of Immediate Supervisor JUDITH GALLAGHER, DIRECTOR ACQUISITION DIVISION				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature		Date		Signature		Date			
		9/24/04							
21. <b>Classification/Job Grading Certification.</b> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS FOR LMS SERIES GS-346 TS 78 JAN 1997 & US OPM AAGEG TS 98, AUG 90					
Typed Name and Title of Official Taking Action PAUL B. DEFREITAS, HEAD RESOURCE MANAGEMENT DEPARTMENT				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature		Date		Signature		Date			
		9/24/04							
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks ENTRY LEVEL									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No.						
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location PortHueneme, CA		5. Duty Station PortHueneme, CA		6. OPM Certification No.					
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code					
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade					
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review													
d. First Level Review		Logistics Management Specialist		GS		0346		11					
e. Recommended by Supervisor or Initiating Office		Logistics Management Specialist		GS		0346		11					
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>									
18. Department, Agency, or Establishment U.S. NAVY				c. Third Subdivision ACQUISITION DIVISION N41									
a. First Subdivision NAVFAC EXPEDITIONARY LOGISTICS CENTER				d. Fourth Subdivision									
b. Second Subdivision LOGISTICS DEPARTMENT				e. Fifth Subdivision									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>									
20. <b>Supervisory Certification.</b> <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>				<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>									
a. Typed Name and Title of Immediate Supervisor JUDITH GALLAGHER, DIRECTOR ACQUISITION DIVISION				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>									
Signature _____ Date _____  2/25/04				Signature _____ Date _____									
21. <b>Classification/Job Grading Certification.</b> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS FOR LMS SERIES GS-346 TS 78 JAN 1997 & US OPM AAGEG TS 98, AUG 90									
Typed Name and Title of Official Taking Action PAUL B. DEFREITAS, HEAD RESOURCE MANAGEMENT DEPARTMENT				<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
Signature _____ Date _____  9/29/04													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
b. Supervisor													
c. Classifier													
24. Remarks JOURNEYMAN LEVEL													
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>													

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location PortHueneme, CA		5. Duty Station PortHueneme, CA		6. OPM Certification No.	
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Logistics Management Specialist		GS		0346		12	
e. Recommended by Supervisor or Initiating Office		Logistics Management Specialist		GS		0346		12	
16. Organizational Title of Position <i>(If different from official title)</i>				17. Name of Employee <i>(If vacant, specify)</i>					
18. Department, Agency, or Establishment U.S. NAVY				c. Third Subdivision ACQUISITION DIVISION N41					
a. First Subdivision NAVFAC EXPEDITIONARY LOGISTICS CENTER				d. Fourth Subdivision					
b. Second Subdivision LOGISTICS DEPARTMENT				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. <u>This certification is made with the knowledge that</u>				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor JUDITH GALLAGHER, DIRECTOR ACQUISITION DIVISION				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____ Date _____				Signature _____ Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position  USOPM PCS FOR LMS SERIES GS-346 TS 78 JAN 1997 & US OPM AAGEG TS 98, AUG 90					
Typed Name and Title of Official Taking Action PAUL B. DEFREITAS, HEAD RESOURCE MANAGEMENT DEPARTMENT				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature _____ Date 9/24/09									
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks  TARGET LEVEL									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

**I. POSITION AND ORGANIZATION INFORMATION****Position:**

Logistics Management Specialist, GS-0346-12

**Purpose of position:**

The purpose of this position is to direct, develop, implement or function as part of a logistics management operation for an organization involved in providing acquisition of items and logistical support to a specified mission, weapons system, or other designated program.

**Organization:**

NAVFAC EXPEDITIONARY LOGISTICS CENTER

**Organization goals:**

Provides acquisition of CESE, CEEI, Non 2C and accurate logistics support for the Navy Seabees and their customers. Expertise required in assigned equipment areas for overall acquisition process through the NFELC.

**II. MAJOR DUTIES****A. Duty (Critical):**

Develops Integrated Logistics Support (ILS) plans for the full supportability of new or enhanced major systems. Defines scope, interface requirements, policy issues and performance criteria. Develops milestones. Obtains and compiles information, defines problems, and develops recommendations for issues to be addressed in ILS plans that directly support the activities of the assigned system throughout its life cycle. Coordinates planning with officials of all concerned functional elements. Provides managers background information, planning rationales, and alternatives. Researches and evaluates logistics support concepts. (10%)

**Tasks:**

1. Monitors milestones for the logistical support of assigned new or enhanced systems. Addresses problems in the support of logistical milestones and initiates actions to correct them. As required, negotiates with officials of other commands and components and of private firms in the resolution of support issues.
2. Develops specific portions of management and technical controls required to monitor and evaluate the implementation of ILS policies and procedures. Ensures that technical requirements, e.g., specialized equipment, facilities, technical manuals, etc., and the total life cycle management are fully considered in the planning process.
3. Reviews cost studies which influence decisions on the need for contractor versus internal/organic logistics in sustaining major items and critical repair parts for new or enhanced systems.
4. Prepares and presents budget proposals, adjustments, and realignments addressing system supportability to management team. Identifies any critical

problem areas, modifies supportability milestones, and provides impact statements.

5. Compiles necessary logistical data and presents briefings to high level officials in own or other components on the status of current and future logistics support programs.

**Selected Staffing KSAs:**

A1, A2, A3, A6, A7, A8, A9, A10, A11, A12, A13, A14, A15, A16, A17

**B. Duty (Critical):**

Monitors, and evaluates the execution of Integrated Logistics Support (ILS) for major equipment/systems. Evaluates progress in attaining ILS objectives. Monitors expenditures and projects cost changes. (15%)

**Tasks:**

1. Participates as a member of an ILS team. Monitors overall organizational compliance with milestones and performance criteria, discusses issues with organization representatives. Where required, recommends deviations from ILS plans based on costs, schedules, and performance to accommodate incorporations of new equipment into assigned systems.
2. Identifies and troubleshoots urgent ILS program execution problems and initiates actions to resolve them. Coordinates action necessary to resolve logistics support problems involving maintenance, supply, and other supportability issues. Performs studies of a logistical nature dealing with support issues and, where required, makes trips to the field to assess problems.
3. Develops logistics evaluation criteria to measure contractor progress in meeting program objectives. Serves as Contracting Officer Technical Representative (COTR) responsible for ensuring the proper utilization of government funds in the execution of ILS plans, and that work performed is within the scope of the contract. Brings any deficiencies to the attention of the contracting officer and initiates corrective measures.

**Selected Staffing KSAs:**

A1, A2, A3, A6, A7, A8, A9, A10, A11, A12, A13, A14, A15, A16, A17

**C. Duty (Critical):**

Performs unit field studies and material readiness/mobilization evaluations and analyses of an assigned system or type of equipment for different activities within a component/agency/command regional designation. Prepares comprehensive logistics readiness evaluations/studies measuring the effectiveness of materiel support being provided for the system within the total organization. Recommends policy and regulatory changes and program enhancements. Resolves logistics problems reported by activities. Adjusts logistics plans to meet unforeseen developments and new priorities. (15%)

**Tasks:**

1. Prepares recurring analyses of the readiness performance of designated systems/equipment assigned to activities and units as part of a regional mobilization program. Identifies systemic, operational logistics problems and seeks causes and remedies for such problems and deficiencies. Plans and coordinates corrective actions with program and functional elements. Evaluates impact on current support operations. Plans and coordinates changes and future actions with technical and program specialists, and with subordinate commands and units.
2. Prepares a variety of readiness studies of a broad and technical nature which may impact readiness related policies or require precedent setting solutions, e.g., new or substantially revised procedures or reporting systems, risk assessments, or other related areas. Continually assesses, analyzes, and recommends modifications to readiness evaluation and mobilization policies, procedures and regulatory requirements.
3. Conducts short and long-range planning involving operations research and systems analysis to assure adequate resources are available to maintain a continuing awareness of system/equipment readiness.
4. Develops and presents briefings, reports, analyses, and recommendations regarding activity system/equipment logistics readiness at component/agency/command conferences, presentations, or meetings.
5. Performs field activity visits as required to assess component/agency/command system/equipment readiness and support sustainability.

**Selected Staffing KSAs:**

A1, A2, A3, A6, A7, A8, A9, A10, A11, A12, A13, A14, A15, A16, A17, A18

**D. Duty (Critical):**

Responsible for planning, monitoring, and evaluating War Reserve operations encompassing provisioning, sustainment, modernization, readiness and maintenance of war reserve sets of unit equipment pre-positioned within a geographic region. Coordinates with representatives of other components in implementing joint services/component activities. Resolves complex problems, initiates and implements corrective actions, and recommends program enhancements. (15%)

**Tasks:**

1. Develops supporting data and technical controls required to monitor the organizational compliance of War Reserve logistics operations with milestone and performance criteria. Assesses the impact of proposed or actual changes in technical requirements, funding, schedules, or the incorporation of new equipment, and initiates deviations from existing and/or program modifications.
2. Participates in long-range planning activities to schedule and structure future set management programs. Where necessary, coordinates and participates

with representatives of other components in monitoring and evaluating joint services/component activities and programs.

3. Develops, analyzes, and maintains management information and reports. Updates Statements of Work (SOW), Contract Data Requirement Lists (CDRLs), and program task descriptions.

4. Develops logistics evaluation criteria to measure contractor progress in meeting program objectives. Serves as a Contracting Officer Technical Representative (COTR) responsible for ensuring the proper utilization of government funds in the acquisition of items and execution of logistics plans, and that work is performed within the scope of contract. Brings any deficiencies to the attention of the contracting officer and initiates corrective measures.

5. Serves on special task forces/projects to assess progress in attaining War Reserve logistics management objectives.

**Selected Staffing KSAs:**

A1, A2, A3, A6, A7, A8, A9, A10, A11, A12, A13, A14, A15, A16, A17

**E. Duty (Critical):**

Exercises continuing responsibility for a comprehensive range of concept, feasibility, design, development and testing activities for major, complex new equipment systems and subsystems, and/or major modifications, prior to production. May require knowledge in ascertaining reliability, technical skills for maintenance, support tools and equipment required, use of standard and interchangeable parts, speed and safety of operation, accessibility of components for replacements and repairs, life cycles, and compatibilities with associated equipment. Provides technical input to procurement packages. Resolves highly complex issues, often through negotiations with officials of other organizations. Establishes criteria reflecting continuing program and technological changes. (25%)

**Tasks:**

1. Reviews blueprints and other technical data to ensure accuracy of type of equipment requests.
2. Responsible for compilation of equipment data.
3. Analyzes reported problems, and provides probable solutions.
4. Reviews files and reports to identify problem areas.
5. Corrects and/or improves equipment descriptions.
6. Composes correspondence explaining technical requirements and actions proposed to solve problems.
7. Briefs officials of all levels concerning equipment issues, problems and requirements.

8. Represents organization at meetings to surface and resolve problems.
9. Serves on, and sometimes leads special task forces/projects.
10. Communicates with, and advises users and private vendors concerning equipment issues.
11. Recommends equipment modifications or replacements.
12. Provides technical guidance to users of equipment.
13. May serve as Contracting Officer's Representative.

**Selected Staffing KSAs:**

A1, A2, A4, A5, A7, A8, A10, A13, A19, A20, A21, A22, A23, A24, A25, A26, A27, A28, A29, A30, A31, A32

**F. Duty (Critical):**

Exercises continuing responsibility for a comprehensive range of production related activities for major, complex new equipment systems and subsystems, and/or major modifications. Advises on production techniques, shop layouts, standardized maintenance procedures, standardization and interchangeability of parts, tools, and components; production requirements (quantities and time frames) for spare parts; unit package requirements. Compiles, maintains and revises quantitative and category data for tools, parts and components needed for efficient field use and maintenance. Provides technical data for procurement packages and maintenance manuals. Resolves highly complex issues, often through negotiations with officials of other organizations. Establishes criteria reflecting continuing program and technological changes. (20%)

**Tasks:**

1. Reviews blueprints and other technical data to ensure accuracy of type of equipment requests.
2. Responsible for compilation of equipment data.
3. Analyzes reported problems, and provides probable solutions.
4. Reviews files and reports to identify problem areas.
5. Corrects and/or improves equipment descriptions.
6. Composes correspondence explaining technical requirements and actions proposed to solve problems.
7. Briefs officials of all levels concerning equipment issues, problems and requirements.
8. Represents organization at meetings to surface and resolve problems.
9. Serves on, and sometimes leads special task forces/projects.



10. Communicates with, and advises users and private vendors concerning equipment issues.
11. Recommends equipment modifications or replacements.
12. Provides technical guidance to users of equipment.
13. May serve as Contracting Officer's Representative.

**Selected Staffing KSAs:**

A1, A2, A4, A5, A7, A8, A10, A13, A19, A20, A21, A22, A23, A24, A25, A26, A27, A28, A29, A30, A31, A32

**G. Other Work Requirements**

1. This position requires the employee to occasionally travel away from the normal duty station.

**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**

**A. Selected Staffing KSAs:**

1. Ability to communicate orally
2. Ability to communicate in writing
3. Ability to maintain good working relations
4. Ability to plan, organize work, and meet deadlines
5. Ability to analyze problems and to develop timely and economical solutions
6. Ability to use office automation tools and techniques to design and generate reports, briefing materials, and/or comparable documents
7. Knowledge of automated data processing concepts, systems capabilities, and economic usage to effectively complete assignments
8. Ability to identify problems and develop innovative solutions
9. Ability to organize and lead special study teams and task forces with members from different organizations and commands
10. Knowledge of acquisition requirements sufficient to serve as a Contracting Officer's Technical Representative (COTR)
11. Knowledge of Security, Safety, and Environmental Requirements
12. Knowledge of requirements for fielding equipment
13. Ability to interpret specialized documentation and descriptions pertaining to equipment
14. Knowledge of logistics management principles, concepts, policies and regulations
15. Knowledge of logistics functions, programs and systems applicable to the duties of this position
16. Knowledge of sources, responsibilities, and means for providing assistance and advice to resolve logistics problems
17. Knowledge of all aspects of life cycle Integrated Logistics Support (ILS)
18. Ability to review, analyze, and manage Foreign Military Sales programs
19. Knowledge of weapons systems
20. Knowledge of DOD acquisition and life cycle management policies, procedures, and practices
21. Knowledge of acquisition planning and performance work statements
22. Knowledge of standards, methods, practices and techniques, materials, and

- equipment applicable to industrial processes and operations
23. Ability to plan, conduct and record surveys and inspections
  24. Ability to negotiate
  25. Skill in writing technical descriptions of equipment
  26. Ability to provide guidance to customers
  27. Ability to interpret and apply rules, regulations, and procedures
  28. Knowledge of the organizational and functional responsibilities and operations of the employing organization
  29. Ability to execute projects and/or studies within established financial and time constraints
  30. Ability to develop and utilize appropriate data collection techniques
  31. Ability to establish and maintain relationships with key individuals/groups outside immediate work unit and serve as spokesperson for the organization
  32. Ability to advise others

**B. Basic Training Competencies:**

1. Ability to communicate orally
2. Ability to communicate in writing
3. Ability to maintain good working relations
4. Ability to plan, organize work, and meet deadlines
5. Ability to analyze problems and to develop timely and economical solutions
6. Ability to use office automation tools and techniques to design and generate reports, briefing materials, and/or comparable documents
7. Knowledge of automated data processing concepts, systems capabilities, and economic usage to effectively complete assignments
8. Ability to identify problems and develop innovative solutions
9. Ability to organize and lead special study teams and task forces with members from different organizations and commands
10. Knowledge of acquisition requirements sufficient to serve as a Contracting Officer's Technical Representative (COTR)
11. Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze budget impacts on programs; and to forecast long-term funding requirements
12. Knowledge of Security, Safety, and Environmental Requirements
13. Ability to review, analyze, and evaluate logistics management programs and activities
14. Knowledge of requirements for fielding equipment
15. Ability to interpret specialized documentation and descriptions pertaining to equipment
16. Knowledge of logistics management principles, concepts, policies and regulations
17. Knowledge of logistics functions, programs and systems applicable to the duties of this position
18. Knowledge of sources, responsibilities, and means for providing assistance and advice to resolve logistics problems
19. Knowledge of all aspects of life cycle Integrated Logistics Support (ILS)
20. Ability to review, analyze, and manage Foreign Military Sales programs
21. Ability to review, analyze, and manage Contingency, Mobilization Planning, and/or War Reserves Programs

22. Knowledge of weapons systems
23. Knowledge of DOD acquisition and life cycle management policies, procedures, and practices
24. Knowledge of acquisition planning and performance work statements
25. Knowledge of standards, methods, practices and techniques, materials, and equipment applicable to industrial processes and operations
26. Ability to plan, conduct and record surveys and inspections
27. Ability to negotiate
28. Skill in writing technical descriptions of equipment
29. Ability to provide guidance to customers
30. Ability to interpret and apply rules, regulations, and procedures
31. Knowledge of the organizational and functional responsibilities and operations of the employing organization
32. Ability to execute projects and/or studies within established financial and time constraints
33. Ability to develop and utilize appropriate data collection techniques
34. Ability to establish and maintain relationships with key individuals/groups outside immediate work unit and serve as spokesperson for the organization
35. Ability to advise others

#### IV. CLASSIFICATION FACTORS

##### Factor 1. Knowledge

Level 1-7 (1250 Points)

1. Broad knowledge of the theories and principles of Logistics Management and of Integrated Logistics Systems (ILS) planning.

Knowledge and skill in applying analytical and evaluative techniques to issues and studies involved in ILS planning concerning the efficiency and effectiveness of logistics program operations.

Knowledge of laws, regulations, policies and precedents affecting ILS planning.

Knowledge of major issues, program goals, work operations and managerial channels of organizations involved in ILS plans.

Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of ILS planning effectiveness, and in developing new and modified work methods.

Skill in preparing reports concerning ILS planning.

Skill in organizing and giving briefings concerning ILS planning issues to managers.

Skill in conducting detailed analyses of complex logistics functions, work processes and workloads as part of ILS planning.

Knowledge of the ILS support needs of assigned programs, systems, equipment and components.

Knowledge of the administrative processes and documentation requirements of ILS planning.

2. Broad knowledge of the theories and principles of Logistics Management and of Integrated Logistics Systems (ILS) program execution.

Knowledge and skill in applying analytical and evaluative techniques to issues and studies involved in ILS program execution concerning the efficiency and effectiveness of logistics program operations.

Knowledge of laws, regulations, policies and precedents affecting ILS program execution.

Knowledge of major issues, program goals, work operations and managerial channels of organizations involved in ILS program execution.

Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of ILS program execution effectiveness, and in developing new and modified work methods.

Skill in preparing reports concerning ILS program execution.

Skill in organizing and giving briefings concerning ILS program execution issues to managers.

Skill in conducting detailed analyses of complex logistics functions, work processes and workloads as part of ILS program execution.

Knowledge of the ILS support needs of assigned programs, systems, equipment and components.

Knowledge of the administrative processes and documentation requirements of ILS program execution.

3. Broad knowledge of the theories and principles of Logistics Management and of readiness and mobilization.

Knowledge and skill in applying analytical and evaluative techniques to issues and studies concerning readiness and mobilization.

Knowledge of laws, regulations, policies and precedents affecting readiness and mobilization.

Knowledge of major issues, program goals, work operations and managerial channels of organizations involved in readiness and mobilization programs.

Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of readiness and mobilization programs, and in developing new and modified methods.

Skill in preparing reports concerning readiness and mobilization.

Skill in organizing and giving briefings concerning readiness and mobilization issues to managers.

Skill in conducting detailed analyses of complex logistics functions, work processes and workloads pertaining to readiness and mobilization.

Knowledge of the support needs of programs, systems, equipment and components involved in readiness and mobilization activities.

Knowledge of the administrative processes and documentation requirements of readiness and mobilization activities and programs.

4. Broad knowledge of the theories and principles of Logistics Management and of War Reserves support.

Knowledge and skill in applying analytical and evaluative techniques to issues and studies involved concerning War Reserves support.

Knowledge of laws, regulations, policies and precedents affecting War Reserves support.

Knowledge of major issues, program goals, work operations and managerial channels of organizations involved in War Reserves support programs.

Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of War Reserves support programs, and in developing new and modified methods.

Skill in preparing reports concerning War Reserves support.

Skill in organizing and giving briefings concerning War Reserves support issues to managers.

Skill in conducting detailed analyses of complex logistics functions, work processes and workloads pertaining to War Reserves support.

Knowledge of the support needs of programs, systems, equipment and components involved in War Reserves support.

Knowledge of the administrative processes and documentation requirements of War Reserves support activities.

5. Knowledge of a wide range of concepts, principles, and practices in the occupation, including those requiring extensive specialized training and experience.

Skill in applying this knowledge to difficult and complex assignments such as planning and conducting work that requires significant judgment in evaluating, selecting, and adapting precedents and modifying procedures and criteria.

Extensive practical knowledge of the characteristics, properties, uses, and

interrelationships of components within assigned commodity groupings to perform a wide range of difficult continuing projects and to integrate them into broad equipment programs.

Indepth practical knowledge of principles, theories, and practices related to assigned commodity or classes of equipment.

Ability to develop, collect, analyze, evaluate, and interpret the full range of technical data (e.g. specifications, schematics, engineering drawings, test reports, manufacturers catalogs) in order to extract appropriate information to develop technical decisions and recommendations.

Extensive understanding of modification, repair, and disposal programs to avoid critical shortages or expensive surpluses.

Ability to review test reports and validate prototypes to ensure contractor's capability to meet prescribed specifications.

Ability to provide guidance and training to users and repairers of equipment.

**Factor 2. Supervisory Controls**

**Level 2-4 (450 Points)**

Employee is subject only to administrative and policy direction concerning project priorities and objectives. Independently plans, schedules and carries out major projects, expanding or narrowing the scope as considered appropriate. Keeps supervisor informed of overall project status and points of unusual controversy or sensitivity. Results are considered technically authoritative and are normally accepted without change. Decisions that are precedent setting may be subject to review for their effect on agency policies or goals.

**Factor 3. Guidelines**

**Level 3-4 (450 Points)**

Guidelines include agency directives, program direction, lessons learned files and precedents, administrative policies and management theories. Incumbent must adapt general guidelines to program specific requirements. A high degree of originality is required to adapt established procedures to new program objectives and emerging technologies.

**Factor 4. Complexity**

**Level 4-5 (325 Points)**

Work consists of projects, studies and/or other assignments requiring analyses of inter-related issues of effectiveness, efficiency and quality of substantive logistics programs of great importance to agency missions. Typical assignments require developing detailed plans, goals and objectives, and evaluation criteria for important logistics programs and related activities. Decisions about how to proceed in planning, organizing, and conducting studies are complicated by conflicting program priorities and objectives, new and emerging technologies and ways of doing business, and variations in demands for program services. Usually, a very high degree of ingenuity, resourcefulness and creative thinking must be used as the work involves detailed involvement in very substantive logistics elements. Frequently works under severe time and funding constraints.

**Factor 5. Scope and Effect**

**Level 5-4 (225 Points)**

The purpose of the work is to provide a technical logistics specialist to manage efforts necessary to enhance cost effectiveness and quality of logistics programs.

**Factor 6. Personal Contacts****Level 6-3 (60 Points)**

Employee regularly meets with persons representing organizations or groups from both within and outside the employing agency, to include contractors, high level managers, high level military officers and engineers.

**Factor 7. Purpose of Contacts****Level 7-3 (120 Points)**

Contacts are to gather data and information, to make, justify, and defend controversial proposals and recommendations, and to negotiate and reach agreements with those who may have conflicting interests. The nature of the contacts requires a great deal of assertiveness, combined with tact and diplomacy.

**Factor 8. Physical Demands****Level 8-1 (5 Points)**

Employee does sedentary work, normally sitting comfortably. There may be some walking, standing, bending, carrying of light items, or driving an automobile. No special physical effort or ability is required to perform the work.

**Factor 9. Work Environment****Level 9-1 (5 Points)**

Work is normally performed in an adequately lighted and ventilated office environment, but may require some work at test facilities, laboratories, logistics centers, and contractor plants. The employee exercises normal safety precautions.

**V. CLASSIFICATION SUMMARY****In this position:**

- Duty A. 10% GS-0346-12 Logistics Management Specialist  
ILS Planning
- Duty B. 15% GS-0346-12 Logistics Management Specialist  
ILS Program Execution
- Duty C. 15% GS-0346-12 Logistics Management Specialist  
Readiness/Mobilization
- Duty D. 15% GS-0346-12 Logistics Management Specialist  
War Reserves Support
- Duty E. 25% GS-1670-12 Equipment Specialist  
Preproduction
- Duty F. 20% GS-1670-12 Equipment Specialist  
Production

**List of Modified Duties and Factors:**

Duty A. has been edited. The final grade may or may not be appropriate.  
The factors have not been changed.

Duty B. has been edited. The final grade may or may not be appropriate.  
The factors have not been changed.

Duty D. has been edited. The final grade may or may not be appropriate.  
The factors have not been changed.

Duty E. has been edited. The final grade may or may not be appropriate.  
The factors have not been changed.

U.S. Office of Personnel Management (OPM) Position Classification Standard,  
Equipment Specialist, GS-1670 Series, Dec. 1994, Transmittal Sheet (TS) 132.

U.S. Office of Personnel Management (OPM) Position Classification Standard for  
the Logistics Management Series, GS-346, Transmittal Sheet (TS) 78, January  
1987. & U.S. OPM Administrative Analysis Grade-Evaluation Guide (AAGEG), TS  
98, August, 1990.

GS-12 Point range: 2755 - 3150  
Total Point: 2890  
Grade: GS-12